

<b>Section:</b>	V.3.36	
<b>Title:</b>	Incomplete and In-Progress Grades	
<b>Effective Date:</b>	October 20, 2017	
<b>Approved By:</b>	Director of Records and Registration	
<b>Responsible Unit:</b>	Enrollment Management (609) 771-2141; <a href="mailto:recreg@tcnj.edu">recreg@tcnj.edu</a>	
<b>Related Documents:</b>		
<b>History:</b>		
<u>Version</u>	<u>Date</u>	<u>Notes</u>
2.0	October 20, 2017	Revised Policy
1.0	August 1, 2011	New policy; Initial Release

## I. INTRODUCTION

This Policy provides the rationale for when grades of I (Incompletes) and IP (In Progress) may be assigned.

## II. DEFINITIONS

N/A

## III. POLICY

An Incomplete grade or "I" is given when a student is not able to complete coursework because of a serious reason. The instructor sets a deadline for the completion of the work. If the work is not completed by the deadline noted, the student will be assigned a grade of "F" and no credit is given for the course.

The grades I (Incomplete) and IP (In Progress) may be used when an instructor finds compelling reason for a student to complete work for a course after that course has ended. Incomplete may only be given when a student is unable to complete a course because of illness or other serious personal hardships. IP may be used when there are compelling academic reasons for permitting a student to complete work for a course after that course has ended. Although IP is generally reserved for independent studies, it may be used for students in courses other than independent studies when there are compelling academic reasons for doing so and the IP can be used without unfairness to other students in the class. If, for example, several students select an approved project for a term paper, laboratory report, or creative assignment that turns out to require more time for completion than is available before the end of the course, then an instructor may permit all of the students who have chosen that project the option of completing their work by a set date in the following semester.

When an instructor finds that a grade that he or she has previously awarded misrepresents the completion of course requirements or the relative merit of a student's performance, that instructor may submit a change of grade form. A change of grade requires approval by the chair of the department or program in which the grade was given and the dean of the school in which that department or program is housed. The instructor will be required to state his or her reason for requesting a grade change. Since I (Incomplete) and IP (In Progress) are the appropriate options for allowing students to complete work after the end of a course, "late work" is not an acceptable reason for requesting a change of grade.

An instructor can assign an Incomplete or In-Progress grade using PAWS during the Grading Window. To give an Incomplete grade or In-Progress grade, the instructor should select "I" or "IP" from the Roster Grade drop-down in PAWS as pertinent. To change the "I" or "IP" grade to a letter grade, the faculty member must send through their official TCNJ email account a grade change to the Assistant Director of Enrollment and Transcripts in the Office of Records and Registration by the noted deadline dates.

The deadline for completion of coursework for an Incomplete grade is March 15 for courses taken in the Fall or Winter term and October 15 for courses taken in the Spring or Summer term. Work which is still incomplete at the time of the deadline will be assigned a grade of F.

The deadline for completion of coursework for an In-Progress grade is one year. Work which is still in-progress at the time of the deadline will be assigned a grade of F.

It is the student's responsibility to contact the faculty member about completing course work and meeting the deadline.